

16th Annual Records Management Fall Seminar



Unlocking the Key Issues in Records Management

Tuesday October 14, 2008

8:00 a.m. — 4:00 p.m.

William R. Snodgrass / Tennessee Tower, 3rd Floor
312 Rosa L. Parks Avenue
Nashville, Tennessee 37243



State of Tennessee
Department of General Services
Records Management Division



State of Tennessee Records Management Fall Seminar 2008

Agenda

8:00 – 8:30 a.m.	Registration
8:30 – 8:45 a.m.	Welcome Donna Bridges, Director Records Management Division Department of General Services
8:45 -10:00 a.m.	Open Records Elisha Hodge <ul style="list-style-type: none">• Recent changes to the Tennessee Public Records Act• An overview of the Office of Open Records Counsel• Court, Attorney General, and Office of Open Records Counsel opinions relative to public record issues
10:00 – 10:15 a.m.	Break
10:15 - 11:30 a.m.	Get Current on Electronic Records Management Tricia Kitchens <ul style="list-style-type: none">• Enterprise Content Management• Enterprise Resource Planning
11:30 – 11:45 a.m.	Questions and Answers on Electronic Records Thomas Oduor
11:45 - 1:00 p.m.	Lunch – On Your Own
1:00 – 1:15 p.m.	Presentation of “Records Officer of the Year” Award Riley Darnell, Secretary of State
1:15 – 2:00 p.m.	Managing and Protecting Electronic Records in Today’s Workplace John Phillips <ul style="list-style-type: none">• Conducting records inventories in a combined paper & electronic environment• Working with IT to establish a Records Management Program
2:00 – 2:15 p.m.	Break
2:15 – 3:00 p.m.	Managing and Protecting Electronic Records in Today’s Workplace John Phillips <ul style="list-style-type: none">• Increasing exposure to agencies from electronic records and discovery
3:00 – 3:30 p.m.	Questions and Answers
3:30 – 4:00 p.m.	Closing Remarks: Donna Bridges



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Presenter Biography

Elisha Hodge

Elisha Diane Hodge, a native of Shelbyville, Tennessee, graduated from the University of the South (Sewanee) with a Bachelor of Arts degree in 2001, and the University of Memphis, Cecil C. Humphreys School of Law with a Juris Doctorate degree in 2003. After graduating law school, Elisha worked for over three years with the Tennessee Dept. of Health. During her tenure with the Department of Health, Elisha served as advisory counsel to several Health Related Boards, prosecuted cases, and gave presentations to attorneys and investigators within the department. In December 2007, Elisha began working for the Comptroller of the Treasury, as the Open Records Specialist for the State of Tennessee. In her current position within the Office of Open Records Counsel, Elisha travels to different areas of Tennessee giving presentations to organizations and governmental entities on the subject of open records and she also researches open records inquiries and issues opinions to both citizens and local government officials. Elisha is currently a member of Napier-Looby Bar Association and the Nashville chapter of Urban League Young Professionals.

John Phillips

John Phillips, CRM, CDIA, FAI, is a management consultant, author, and educator who has assisted clients, given informative presentations, taught seminars, made contributions to professional associations, and authored numerous articles and books. He has worked for the University of Tennessee, Union Carbide Corporation, and Lockheed Martin as a contractor to the US Department of Energy, as well as state governments and additional private corporations. He was elected to the Board of Directors of ARMA International and served 2003-2006. During the fall of 2001 ARMA International Annual Conference in Montreal, Quebec, Canada, John was inducted in the ARMA International Company of Fellows. In addition, he was awarded the Emmett Leahy Award for 2001 by the Institute of Certified Records Managers, one of the most prestigious international awards in the profession of Records and Information Management, for his outstanding contributions to the information and records management professions over many years. He is currently serving a four year term on the Advisory Committee on the Electronic Records Archives for the National Archives and Records Administration in Washington DC.

Tricia Kitchens

Tricia Kitchens is the Director of Special Ser. Div. in the Office of Info. Resources that is responsible for the Enterprise Content Management System at the State of Tennessee.. She has worked for the past twenty years in the Business Process Management and Content Management industry. Her experience ranges from managing microfilm and scanning operations to working at various software companies providing solutions for Fortune 100 companies. Tricia has an undergraduate degree from Cumberland University and MBA from the University of Phoenix .



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Registration

There is no charge to attend.

To register, please go to the link below and open the Excel spreadsheet registration form. Save this spreadsheet to your desktop before filling it out.

[Spreadsheet/FallSeminar08.xls](#)

Enter your information, then save it and send it as an email attachment to:

Elaine.Eason@state.tn.us

Register by Friday, October 10, 2008.

Please call (615) 741-1718 if you have any questions. Thank you.